

PRRAC

Poverty & Race Research Action Council

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www.prrac.org

Housing Policy Counsel

Status:	Full Time	Hours Per Week:	40
FLSA Status:	Exempt	Location:	Washington, DC
Reports to:	Executive Director; Director of State and Local Advocacy		

General Position Summary

The Poverty & Race Research Action Council (PRRAC) seeks a **Housing Policy Counsel** to help advance PRRAC's housing policy agenda, including our priorities in promoting racial equity, inclusion and diversity in communities and schools, and the right to housing. Duties will include legal and policy analysis, representing PRRAC in meetings with Congressional and federal agency staff and with our coalition and community partners, drafting policy briefs and other publications, collaboration with PRRAC staff (including staff of the National Coalition on School Diversity), and engagement with our funders. We are seeking an individual with significant relevant experience, ability to independently plan and implement an advocacy strategy, and a passion for civil rights, racial justice, and integration.

This is a full-time, salaried position based in Washington, DC. Salary range is \$60-75,000, depending on experience, with standard benefits. Qualified candidates may also be considered for a Senior Housing Policy Counsel position.

Essential Responsibilities

The ideal candidate will be highly organized and detail-oriented, proactive, demonstrate excellent interpersonal and project management skills, and be a strong writer and public speaker. The **Housing Policy Counsel** will play a key role in advancing PRRAC's policy advocacy and technical assistance work. The candidate must be able to communicate effectively, listen carefully, and work collaboratively.

The **Housing Policy Counsel** will:

- Help develop and drive PRRAC's strategies to advance our national policy agenda, consistent with our new strategic plan.
- Promote systemic change through legislative and administrative advocacy, including meeting with legislative and agency policy makers and drafting legislative testimony and regulatory comments.
- Monitor key developments and identify opportunities for engagement with decision makers; help cultivate strong relationships with federal officials, state and local policymakers and practitioners, coalition partners, and grassroots organizations.
- Develop and disseminate policy and advocacy resources; work with communications staff to bring policy positions to the public.

- Provide strategic advice and guidance on the development of PRRAC national policy priorities in collaboration with staff and board.
- Work with PRRAC's Director of State and Local Engagement to formulate strategy around local organizing and policy campaigns that connect to national policy priorities; help to translate national efforts to state and local partners.
- Work with PRRAC's Senior Research Associate to develop evidence-based advocacy materials.
- Provide technical assistance to state and local partners.
- Contribute to PRRAC's development work, including helping develop/maintain strong relationships with prospective and existing funders and donors; assisting with writing and submitting grant proposals and reports, and tracking deadlines and activities.
- Contribute to internal communications and foster strong, inclusive organizational culture.
- Collaborate with staff from the National Coalition on School Diversity on PRRAC's housing/schools work, as appropriate.
- Candidates will be expected to provide leadership on designated projects and may also provide supervision and management of interns and staff.
- Undertake other tasks, as assigned by the Executive Director and organizational leadership.

This description provides an overview of this position and is not all inclusive of additional duties that may arise as organizational needs change.

Requirements

The **Housing Policy Counsel** will have a law degree or an advanced public policy degree with a minimum of 3 years of relevant experience (including demonstrated expertise in fair housing and/or administrative or legislative advocacy).

Preferred qualifications include:

- Strong belief in PRRAC's mission and desire to contribute your expertise to advance racial, economic, and gender justice.
- Aptitude and appetite for detailed regulatory and policy analysis and the ability to master complex areas and present them persuasively, with working knowledge of state and federal housing and education policy an asset.
- Excellent legal/policy research and writing skills.
- Persuasive and effective public speaker, some experience organizing and facilitating group training and information exchanges is ideal.
- Ability to listen actively and speak clearly; to read and comprehend a variety of communications and resources; to write clearly on administrative and other matters; and to summarize and communicate information efficiently and accurately.
- Ability to communicate well to a variety of stakeholders, including policy experts, media, and community residents.
- Experience working in low income communities and with community organizing groups, tenants groups, unions, or other base-building groups and their constituencies.
- High degree of organization, ability to keep groups and individuals on task, and support successful execution and follow-through of meetings.
- Strategic long term thinker with an ability to anticipate challenges as they arise.
- Detail-oriented, with a very strong work ethic.
- Ability to handle multiple projects simultaneously, set boundaries, adapt, and prioritize.

- Resourceful, creative, and highly proactive, with an appetite for taking initiative, anticipating needs, and putting systems in place to create efficiencies.
- Enjoy supporting and fostering a collegial, small team environment.
- Commitment to practicing and advancing diversity, equity, and inclusion and cultivating a culture of belonging.
- Ability and willingness to travel.

About PRRAC

The Poverty & Race Research Action Council (PRRAC) is a civil rights law and policy organization based in Washington, D.C. Our mission is to promote research-based advocacy strategies to address structural inequality and change the systems that disadvantage low income people of color. PRRAC was founded in 1989, through an initiative of major civil rights, civil liberties, and antipoverty groups seeking to connect advocates with social scientists working at the intersection of race and poverty. Our advocacy work focuses primarily on housing and education policy, but also touches on land use, and the interconnections between housing policy and education, health, and transportation. These policy areas too often reflect inequities driven by structural segregation. PRRAC is unique in its focus on policies that address structural segregation directly by building policies that promote racial and economic integration. While we also support place-based policies to redress the history of segregation and disinvestment, we believe that we cannot meaningfully address racial inequity and oppression without addressing the systems and structures that continue to reinforce segregation. We believe that, working with communities who are most impacted by structural segregation, we can contribute to efforts to expand opportunities and reduce poverty.

PRRAC is a founder and active member of the Mobility Works technical assistance collaborative (which assists public housing authorities in their efforts to expand access to low poverty neighborhoods for families with housing vouchers), and the Alliance for Housing Justice, a multi-organization coalition committed to the right to housing and the expansion of the social housing sector. PRRAC also staffs the National Coalition on School Diversity, a network of almost 60 organizations, university-based research centers, and state/local coalitions working to expand support for school integration. For more about PRRAC and NCSD, visit prrac.org and school-diversity.org.

To Apply

Please send a resume, brief statement of interest, salary history and/or salary requirements to Philip Tegeler at ptegeler@prrac.org. No phone calls, please. Review of applications will begin immediately and will continue until the position is filled.

PRRAC is an Equal Employment Opportunity Employer.

POSTED: September 15, 2022